North Carolina Homeless Education Program

NCHEP McKinney-Vento Data Collection
Data Collection Checklist

Prior to submitting your data, use this checklist to ensure that all necessary steps have been taken to ensure a successful submission.

✓ Data submission for your LEA or charter school should be made no later than June 15th.
✓ While data submissions may be made prior to the last school day of any academic year, additional identifications will need to be added to the submission. Please contact your Program Specialist for assistance with this process.
✓ If your last school day occurs AFTER June 15th, please contact your Program Specialist as soon as possible to discuss appropriate steps for submission.

Have you….

☐	Confirmed that there are no unmodified students visible after clicking the "Not Modified" radio button on the Homeless Student page?
☐	Entered all identifications for students enrolled in your LEA/charter school for the current academic year?
☐	Entered all identifications for students who may have withdrawn from your LEA/charter school prior to the opening of the homeless pages for the current academic year?
☐	Enrolled all qualifying preschool and/or out-of-school siblings into the Homeless school and provided all requested McKinney-Vento information on each student's homeless page?
☐	Confirmed that totals on the Homeless School Summary page correspond to each school list total and any other LEA/charter school collection system which is being used?
☐	Confirmed on the Homeless School Summary page that there are no "unmodified" records shown for any school? ➢ Submissions are blocked until early May of each academic school year to prevent premature submission of homeless data. ➢ If submission is made once the system is unlocked and any additions or other adjustments are needed to your LEA/charter school's submission, contact your Program Specialist for assistance. ➢
☐	Completed the Attestation of Percentage Change in Annual Student Identification section on the Homeless School Summary page, if applicable?
☐	All data is entered into PowerSchool and ready for submission no later than the June 15th deadline? ➢ If your last school day is after June 15th, have you contacted your Program Specialist to discuss your specific situation?

✓ Once you have confirmed that you are ready to submit, click on the "Approve" button.
✓ Successful submission is indicated by a confirmation message indicating **who submitted the data** along with a **date and time stamp** in two locations:

   o The Homeless School Summary screen (lower left side)
   o The Homeless Students screen (top third, underneath the "No Homeless Student to Report for the LEA"